

# HOUSE OF PEARLS

## HANDBOOK AND AGREEMENTS

House of Pearls (HOP) is a residential Christian restoration and transformation program. It is designed to be a one-year intensive healing, heart restoration, and work therapy program for women. The timelines set forth for the program are only meant to be guidelines and the length of time a resident participates in the program depends on her progress. The first six months are spent under the direct supervision of HOP. After six months, residents will search for employment outside of HOP.

### CODE OF CONDUCT

Remember that your way hasn't worked for you in the past. None of these rules and requirements are difficult or unreasonable, but they are necessary. *Breaking the rules can lead to dismissal from the program.* The staff has full discretion in the interpretation of these rules. The staff wants you to work on yourself while you are here as a resident and guest. These rules will be easy to follow if you are working *with* the program. Keep in mind that you are here to help yourself!

### PROGRAM RULES

Below are the basic rules and requirements for being a resident and guest in HOP:

- You must adhere to all rules and requirements at all times.
- You are not to use drugs and alcohol while you are in this program. You will be randomly drug tested and breathalyzed at any time.
- We expect you to carry out the work assigned to you, to the best of your ability. Examples of assigned work includes, but is not limited to, house chores, yardwork, caring for animals, and any other assigned work that may come along.
- We will not schedule any individual, outside appointments (hair, doctor, etc.) unless it is an emergency.
- You may not leave the property without permission from staff.
- You may listen to Christian music, watch Christian TV or videos, and read Christian literature only.
- You are not to give to or accept gifts from each other, volunteers, or visitors, unless authorized by the staff.
- You are allowed in the staff office and living quarters only by invitation.

Initial if you agree: \_\_\_\_\_

### BEHAVIOR EXPECTATIONS AND DECORUM

Below are the expectations and requirements for your behavior and decorum while you are part of HOP:

- Own up to your own responsibilities and mistakes.
- Expect to receive consequences for your actions.

- Never discuss what you might consider the program's problems with anyone but your counselor.
- Be considerate and cooperative, not defiant, to staff, volunteers, residents, and visitors.
- If an argument arises, try to resolve it, if you can't, call staff immediately.
- (Matt. 18:15-16) <sup>15</sup>“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup>But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’.
- If you need to discuss your past life, you may talk to your counselor.
- Respect each other's possessions. We are on the honor system.
- Respect each other's regeneration process. Be careful not to discourage others.
- Notify staff when you see someone feeling extremely troubled.
- Report to staff any drugs or other contraband. (Helping others from falling is not betrayal).
- Allow each other her space. No close contact.
- Learn to live with each other's faults. Look for Christ in everyone and be respectful of others.
- Keep your attitude positive; be thankful and appreciative.
- Speak courteously to others, including fellow residents, volunteers, visitors, and staff members. Seek peaceful relationships.
- Always respect authority and seek a disciplined life.
- Encourage positive group spirit. Build one another up, not put them down.
- Be considerate of other's needs.
- Love yourself but consider one another more important than yourself. (Phil. 2:3)
- Use time efficiently (including bathroom and showers); conserve energy and supplies.
- Take care of the property and facility. HOP belongs to God, and you should respect it.
- Be a good steward of this program. Being a good steward includes, but is not limited to, listed chores; taking care of the house and property; not wasting money, time and materials; and other requirements for living a godly life. Remember that everything is a gift from Him.
- Refrain from counseling each other, but rather share with staff who is equipped to help.
- Avoid arguments, but don't hold it in; deal with your emotions appropriately.

Initial if you agree: \_\_\_\_\_

## HOUSE RULES

As a resident in the house, you must be responsible for the things you bring and the things that are provided:

- Always participate in clean-up work if needed.
- Neatly make beds daily, including Sunday. Wash sheets and pillowcases bi-weekly. You are allowed only one stuffed animal, one picture frame, and your Bible on your bed and dresser. Always keep your space orderly and clean.
- Keep the kitchen, dining room, and living room neat and organized.
- No personal pets of any kind are allowed inside or outside.
- No sharing or borrowing of each other's belongings.

- Cook and help with kitchen set up and clean up on your assigned days.
- Keep all bedroom doors open.
- Be aware that all personal belongings are subject to inspection by staff at any time.

We conduct room checks weekly. Staff has the right to go through all of your belongings. Nothing is off limits.

Initial if you agree: \_\_\_\_\_

## WHAT NOT TO BRING OR HAVE IN YOUR POSSESSION

Some items that are never allowed in the house:

- No pornographic or suggestive material.
- No secular (non-Christian) reading materials or music.
- No cell phones, computers, tablets, etc.

We will not be responsible for lost or stolen items.

Initial if you agree: \_\_\_\_\_

## CHECK IN

Upon entry into the program and any time you return to the house from an outing, these rules apply:

- You must have all purchases and possessions checked by staff any time you have left the property, before going to your room or anywhere else in the house.
- You are subject to a urine drug test and breathalyzer upon check in.

Initial if you agree: \_\_\_\_\_

## DISMISSIBLE OFFENSES

The following are **DISMISSIBLE OFFENSES**:

- Profane or loose language.
- Stealing.
- Physical confrontation.
- Possession of drugs, alcohol, medicine, hairspray, or other personal hygiene products that contains alcohol, including mouthwash and hand sanitizer.
- Gossip. It tears down others and yourself.
- Smoking.

Initial if you agree: \_\_\_\_\_

## VOLUNTARY LEAVING

At any time, you may choose to leave the program. However, this choice comes with consequences:

- If you choose to leave the program, once the phone call is made to have someone pick you up, the decision is made. If your family or others are unwilling or unable to come pick you up, alternative arrangements will be made for you to leave the program immediately.
- If you leave the program, take your belongings.
- Any personal property left at HOP after your departure will be donated after two weeks.
- If you leave the program early and not on good terms, you will **NOT** be allowed to contact the remaining residents in any way: mail, phone, text, visit, etc.

Initial if you agree: \_\_\_\_\_

## ACTIVITY AND SCHEDULE RULES

All residents of HOP participate in the following activities:

- Bible study
- Group events
- Meals
- Quiet time
- Church
- Other activities at the discretion of the director or staff

Below are the policies related to activities and schedules. You are required to

- Participate in all activities.
- Follow all schedules without question.
- Attend all functions graciously and gratefully.
- Arrive at bible study, groups, meals, and quiet time 5 minutes before it is scheduled to start with all required materials.
- Bring your bible, pen, and folder to all classes and meetings.
- Devote your full attention to the task or activity. No passing notes during classes, church, quiet time, etc.
- Remain in class/activity/event until dismissed.

The only reason to interrupt a class, speaker, or any scheduled event would be to use the restroom. You should always attempt to use the restroom before or after any scheduled event.

Initial if you agree: \_\_\_\_\_

## QUIET TIME ROUTINE

The director provides a quiet time routine to give you a time to focus on the Lord and build personal relationship with Him.

You start your day with quiet time from 8:30 to 10 AM. Sometimes the director or a staff member will call for quiet time in the evening between scheduled events.

During Morning Quiet Time you MUST:

1. Read the bible
2. Pray
3. Meditate on God's Word
4. Respect other's quiet time

During Evening Quiet Time you MUST:

1. Journal
2. Read the bible
3. Read a HOP-approved book
4. Pray
5. Meditate on God's Word

During Quiet Time, you may not:

1. Talk
2. Write letters
3. Disturb your sister
4. Listen to music
5. Exercise
6. Sleep
7. Engage in any unnecessary activity or movement
8. Use the bathroom, unless it is an absolute emergency

Initial if you agree: \_\_\_\_\_

## CRUDE, RUDE, AND DISRUPTIVE BEHAVIOR

There is no place for rudeness and disruption in the house:

- Avoid sarcasm and off-color jokes.
- Negative talking is unacceptable.
- Talking about staff is not permitted.
- No bragging about the past. It affects others in the program in a negative way.
- Dissatisfied talk or talk of leaving only serves to upset others.

- No rough play.
- No astrology, witchcraft, occult or new age-related items.
- No card playing or gambling.
- No discussion or participation in activities concerning the occult.

Initial if you agree: \_\_\_\_\_

## MEDICAL NEEDS AND EXPECTATIONS

HOP cannot provide medical attention but will work with you to ensure your medical needs are met.

- Prescription medications are kept in the office and dispensed by staff.
- Anti-psychotic, controlled substances, or narcotics are not allowed.
- During the first 30 days, Benadryl or Melatonin will be provided at bedtime if you are having trouble sleeping.
- Trazodone is allowed by prescription, at your cost, at bedtime if needed.

Initial if you agree: \_\_\_\_\_

## MEALTIME AND EATING

There are three daily set meal times:

Meal	Eaten between
Breakfast	7:00 – 8:30 AM
Lunch	12:00 – 12:30 PM (unless otherwise noted)
Dinner	5:00 – 6:00 PM (unless otherwise noted)

Breakfast is on your own in the kitchen or dining room during the breakfast time. Lunch and dinner are always served as group meals, all sitting together in the dining room in fellowship.

Below are rules for meals, eating, and cleanup:

- Residents will clean up after themselves.
- Dinner is assigned to each resident as a responsibility. Each having her own night to cook. It is her responsibility to select from house foods to prepare, serve, and cleanup after dinner.
- After meals you should clean up after yourself, put away condiments, and wipe down table and counter tops.
- Make sure the dining room and kitchen are clean before leaving dining area and kitchen.
- All dishes must be washed, dried, and returned to proper location after each meal.
- All meals are to be eaten in the dining room.

- No food or eating in the living room or bedrooms.
- No food or drinks are allowed in the living room other than water.
- No food is to be cooked after dinner.
- All open food bags, containers, etc. must be tightly sealed.
- Snacks are to be eaten only during allotted snack times.

Initial if you agree: \_\_\_\_\_

## LAUNDRY

Your laundry is your responsibility:

- Do your personal laundry on your assigned day only. Your assigned laundry day will be the same as your assigned day to cook dinner.
- Do laundry during your personal time.
- Detergents are provided.

Initial if you agree: \_\_\_\_\_

## CHORES

All residents have daily chores:

- You are accountable for the chores you have been assigned.
- Complete all assigned chores by 8:30 AM so that morning devotions and the day's activities begin on time.
- All chores are posted in the hallway and will rotate so that your chores change from time to time.

Initial if you agree: \_\_\_\_\_

## PERSONAL HYGIENE

Take pride in yourself:

- Wear clean clothing daily.
- Take showers daily.
- Pick up clothing, toiletries, and any other personal items before leaving the bathroom. Do not leave hair, toothpaste, or other products in the sink or shower, or on the floor.
- Clean and trim fingernails, and toenails regularly. Be sure your ears are clean.
- Brush your teeth every morning and before bedtime.
- Cover your mouths when coughing or sneezing. Do not leave used tissues around the house. Dispose of them properly in the trash can.
- Do not leave residual waste in the toilet.

You will be allowed a disposable razor once a week on Saturdays. You will check the razor in and out with a staff member.

Initial if you agree: \_\_\_\_\_

## VISITATION

Visitation is limited to four visitors per resident. Visitors must be healthy for you. No family that is abusive, meanspirited, or addicted themselves. Your visitors must be included on your visitors list. If you have more than four on your list, they can visit on a rotating schedule.

Visitation is monthly on the second Sunday between 2 and 5 PM. If the month has a fifth Sunday, the house will hold visitation that day as well between 2 and 5 PM.

- You will not have visitors during your first 30 days of the program.
- You must adhere to all rules and regulations as stated in the handbook to be able to receive visitors.
- Visitors are to be immediate family only. Immediate family is father, mother, brother, sister, spouse, or children. A spouse is defined as a man who you are legally married to and living with.
- Boyfriends or other male friends that you might consider a partner or significant other cannot visit.
- Only visit with your own family. Do not disturb other visiting families.
- Always supervise your children.
- Visitors must dress in a modest manner: long shorts, no revealing clothing, etc.
- Modest and appropriate displays of affection with spouse only.
- If a visit results in physical contact, such as fighting, grabbing, hitting, pushing, etc., you may be asked to leave HOP. Whether you are asked to leave will be entirely up to the director.
- You cannot conduct your visit inside of any vehicle. This action will make you subject to possible dismissal.

Visitors are **NOT** allowed to

- Bring you or other residents gifts (including food, candy, toiletries, etc.) without prior approval from the staff.
- Bring prepared food to you without prior approval from the staff.
- Bring or order meals for you without prior approval from HOP staff.
- Give you money directly. It must be given to HOP staff to be secured in the office.
- Have resident's children defy these policies on their behalf.
- Bring any animals on the property.
- Smoke, use other forms of tobacco, or vape.

Initial if you agree: \_\_\_\_\_

## PHONE CALLS/PHONE USAGE

The house restricts phone calls and usage:

- You are not allowed any phone calls for your first 30 days.
- After 30 days, you receive 10 minutes on the phone on Tuesdays and Saturdays.
- Phone time occurs during a scheduled timeframe, which will be posted in the house.
- You will make all phone calls in the office, in the presence of staff.
- The phone is not to leave the office by resident for any reason, at any time.
- Exceptions to these rules may be made to handle unexpected situations that arise, at staff discretion.

Initial if you agree: \_\_\_\_\_

## MAIL

Below are rules for mail:

- All mail and packages, in or out, must go through the office to be distributed and screened by staff.
- HOP is not responsible for mail that comes to the house after a resident leaves.
- We will return all mail RTS (return to sender). It is your responsibility to get an address change through the USPS upon leaving HOP.

Initial if you agree: \_\_\_\_\_

## VOLUNTEER RELATIONS

Volunteers are in and out of the house daily:

- You are not allowed to sell HOP t-shirts or any other items, donations, crafts, etc., to volunteers or other visitors in the house.
- You are not allowed to take money from volunteers for any reason.
- You must follow all of the resident rules when out with a volunteer. The rules do not change when you are away from the house. You must always stay with the volunteer.

Initial if you agree: \_\_\_\_\_

## TV

TV use is a special occasion:

- No TV Monday through Thursday.
- TV privileges are granted Friday, Saturday, and Sunday, during designated times only.
- All television programming must be pre-approved by staff.
- Christian (PG and PG-13) movies only.

Initial if you agree: \_\_\_\_\_

## DONATIONS

The following rules apply to donations left at the house by volunteers and visitors:

- All donated items must come into the office and be assessed by staff prior to inspection and/or attaining by residents.
- Items donated or purchased by HOP are not free for the taking. This is stealing.
- If you do not buy something, it does not belong to you.

Initial if you agree: \_\_\_\_\_

## RESIDENT DRESS CODE AND CLOTHING POLICY

Matthew 6:19-21:

*<sup>19</sup> "Do not store up for yourselves treasures on earth, where moths and vermin destroy, and where thieves break in and steal. <sup>20</sup> But store up for yourselves treasures in heaven, where moths and vermin do not destroy, and where thieves do not break in and steal. <sup>21</sup> For where your treasure is, there your heart will be also.*

- Dress modestly.
- Wear loose-fitting clothing.
- Always wear a bra when not in the bed.
- No revealing clothing.
- Wear knee-length shorts, skirts and dresses.
- Tank tops may be worn at the house when working. Never in public.
- Leggings may be worn if shirts cover to top of thighs. No exceptions.
- You may be asked to change clothes at staff's discretion.

You may have the following items in your possession in the house:

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### JEWELRY

- 1 wedding ring
- 1 other ring
- 1 wristwatch
- 1 necklace
- 4 pair of earrings

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### CLOTHING

- 10 casual pants/jeans/capris
- 6 dresses/skirts
- 3 sweatshirts
- 3 sweatpants
- 14 shirts (with no writing or logos)

- 2 Sweaters/Coats
- 2 jackets
- 7 pairs of shoes
- 1 Robe
- 6 Shorts / knee length
- 1 Bathing suit (tankini or 1 piece)
- 2 Belts
- 14 pairs regular panties, slips, bras (NO THONGS)
- 7 pajamas

Initial if you agree: \_\_\_\_\_

## HOUSE OF PEARLS COVENANT AND ENTRY AGREEMENT

Carefully read the covenant and entry agreement below. If you agree to all the rules and regulations listed below and spelled out in the Code of Conduct section of this document, sign under the Agreement to Consent at the end of this document.

1. I understand that as a resident and guest of HOP that I will conduct myself in an appropriate manner. I am expected to respect everyone in the house and to communicate my needs and concerns to the best of my ability. I further understand that if my actions deem it necessary for the director to ask me to leave HOP my guest status means that I do not have the legal protection granted to a tenant in a renter/landlord relationship.
2. I understand that I will be held accountable for my finances. HOP will not be responsible for any of my finances. Disclosure of my earnings and expenditures will be required in order to assist me in establishing a workable budget. This is not limited to but does include EBT purchases. My EBT is signed over to house for my stay and is returned when I leave. Any cash I have will remain in the office until I need it.
3. I understand that I will be required to help in the upkeep of HOP for my entire stay. This would include doing what is asked of me in the house and the boutique.
4. I understand that drug or alcohol use will not be tolerated and is grounds for immediate removal from the HOP. Random drug testing will take place.
  - I understand my stay at HOP is primarily for my healing and my relationship with Jesus Christ. Because the focus of the program, I am not allowed to pursue any romantic relationship other than one with the Great Physician, who is God. I agree that I will not be allowed to have visitors of the opposite sex other than my immediate family, which includes a husband by legal marriage, but not a boyfriend, even if long-term.
5. I am to maintain a work mindset as daily activities are scheduled. Bedrooms are off limits from 9 AM to 5 PM. If there is any free time during these hours, I will focus on homework, studies, reading, and self-improvement tasks, with no lounging.

6. I understand that disciplinary action will take place if I violate any of the rules and regulations of the house. If I do not understand any portion of the resident handbook or covenant, I must ask. Depending on the violation, a documented verbal warning or a write up could take place. I understand that some violations, such as stealing, verbal or physical violence, or alcohol or drug use, will require immediate removal from the program.
7. The HOP requires \$75 weekly fee once I become employed. I will pay fees every Friday.
8. I understand that the director, under the direction of the board of HOP, can add and/or change any rule or regulation stated in the HOP covenant as either party deems necessary.
9. I agree to always conduct myself according to the scriptural principles of Christian character as set forth in this program. I understand that HOP is a Christian Program and is derived from Biblical principles.
10. I must remember this is a covenant I am making to the Lord, saying that I want to change my life! I understand and will comply with the above-mentioned rules. If I fail to comply, I may face disciplinary consequences, which can include dismissal.

Initial if you agree: \_\_\_\_\_

**AGREEMENT TO CONSENT**

I, \_\_\_\_\_, have received and carefully read the Code of Conduct and House of Pearls Covenant and Entry Agreement with the director and fully understand all that it says. I agree to abide by the rules and procedures of the House of Pearls. I understand that violations of the rules could result in dismissal. If at any time during my stay here it is deemed necessary for me to leave the program, I understand that I will be dismissed. If dismissed, I understand that I will voluntarily remove myself from the premises. If I leave my belongings, they will be donated, if not picked up after two weeks of my departure. If I am required to leave the HOP because of a disciplinary infraction, I will have to wait 30 days before being allowed to apply for reentry. Upon reentry, I will begin at day one.

X \_\_\_\_\_

Resident Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

X \_\_\_\_\_

Staff Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Date